

Memorandum

Human Resources
Administration



**Subject: Shift Differential Compensation
(Administration of)**

Effective Date: June 14, 1991
Revised Date: July 1, 1997

PURPOSE

This memo clarifies the policies and procedures for administration of the City's Shift Differential Compensation Program.

CITY OF TEMPE PERSONNEL RULE

City of Tempe Personnel Rule 2. Section 204.D. provides for the payment of a shift differential for regularly scheduled work shifts including any hours between 10:00 p.m. and 4:00 a.m. for non-exempt employees and police employees below the grade of Commander. Fire Department employees who work 56-hour or 48-hour workweeks are exempt from shift differential pay.

ELIGIBILITY

Any regular full-time or part-time non-exempt City employee whose scheduled shift includes work between the hours of 10:00 p.m. and 4:00 a.m. is eligible for shift

differential pay. Temporary employees are not eligible for shift differential pay.

A.M./P.M. SHIFT

For the purpose of payroll administration, the various work schedules are categorized by pay codes as either A.M. or P.M. shifts. To determine the appropriate shift differential compensation, the following guidelines should be followed:

A.M. Shift

When working a shift, which **ends between the hours of** 10:00 p.m. and 12:00 midnight, an employee will be paid a shift differential of 45¢an hour.

P.M. Shift

When working a shift, which **includes work between the hours of** 12:01 a.m. and 4:00 a.m., an employee will be paid a shift differential of 60¢an hour. **See following examples:**

SHIFT BEGINS	SHIFT ENDS	PAY CODE	AMT PAID
1:00 a.m.	9:30 a.m.	P.M.	60¢
3:00 p.m.	11:30 p.m.	A.M.	45¢
11:00 p.m.	7:30 a.m.	P.M.	60¢
2:30 p.m.	11:00 p.m.	A.M.	45¢
5:00 p.m.	3:00 a.m.	P.M.	60¢
2:00 p.m.	12 Midnight	A.M.	45¢

SHIFT BEGINS	SHIFT ENDS	PAY CODE	AMT PAID
3:30 p.m.	12:30 a.m.	P.M.	60¢
12:00 noon	10:00 p.m.	A.M.	45¢

EXCEPTIONS

Shift differential will not be paid to employees on paid leave. Fire Department employees who work 56-hour or 48-hour workweeks will not be paid shift differential.

Reference Rule 2. Section 204.D and E. - Shift Differential - Personnel Rules and Regulations.